OVERVIEW OF COUNCIL’S KEY DECISIONS

TUESDAY, JULY 29, 2003

Opening and Meeting Attendance
After determining a quorum was present, Chairman Loyless opened the meeting at 10:00 AM. Listed below are the Council members who attended the meeting:
Don Barnard, Brian Barnett, Carina Blackmore, Alex Cordero, Pat Harden, Tom Loyless, John Mulrennan, John Smith, Doug Wassmer (attending for Jim Robinson).

Approval of May 22, 2003 Minutes
The Council voted unanimously, 8 - 0 in favor, to approve the May 22, 2003 minutes as presented.

Agenda Review and Approval
The Council voted unanimously, 9 - 0 in favor, to approve the agenda as presented including the following objectives.
- To Hear a Report from the Subcommittee on Aerial Spraying
- To Review, Refine, and Adopt Council Decision-Making Procedures
- To Review and Adopt Meeting Participation Guidelines
- To Review, Refine, and Adopt Council Agenda Submittal Protocols
- To Develop a Shared Understanding Regarding Long Term Success for the Council
- To Identify Roles and Responsibilities for the Council
- To Develop Statements for Inclusion in Draft Council Mission Statement
- To Review Sunshine Law Requirements
- To Identify Potential Guiding Principles and Goals for the Council
- To Review, Rank, and Engage in Action Planning on Workplan Tasks/Issues
- To Consider Public Comment
- To Identify Needed Next Steps and Agenda Items For Next Meeting

Report from Subcommittee on Aerial Application
Dr. Smith informed the Council that the subcommittee will meet on August 29, 2003 in Gainesville.

Council’s Decision-Making Procedures
Jeff Blair, Council facilitator, reviewed proposed consensus-building and decision-making procedures for the Council (page 2 of the agenda packet). These recommendations emphasize the Council’s commitment toward achieving full consensus on proposals where possible, and require that only after thorough discussion will the Council vote on motions using the 75% favorable vote threshold in order to approve recommendations and decisions.

Council action:
Motion—The Council voted unanimously, 9 - 0 in favor, to approve the proposed decision-making procedures as presented.
(Attachment 3—Decision-Making Procedures)
Meeting Guidelines
Jeff Blair, Council facilitator, reviewed proposed meeting guidelines for the Council (pages 3 – 4 of the agenda packet).

**Council Action:**

**Motion**—The Council voted unanimously, 9 - 0 in favor, to approve the proposed Council’s meeting guidelines as presented.

(Attachment 4—Meeting Guidelines)

Agenda Submittal Protocols
Jeff Blair, Council facilitator, reviewed proposed Council agenda submittal protocols (pages 5 – 6 of the agenda packet).

**Council Action:**

**Motion**—The Council voted unanimously, 9 - 0 in favor, to approve the proposed Council’s agenda submittal protocols as amended.

**Council amendments approved as part of the original motion:**

…exception of those issues Brought forward raised by the DACS.

…or by a 75% approval of the Council.

It is anticipated that other agencies will bring their agenda issues forward by contacting DACS.

References to the Division of Agricultural Environmental Services will be replaced by the Department of Agriculture and Consumer Services (DACS) throughout the document.

The Council by a majority vote may discuss requested agenda items not meeting submittal criteria requirements but, with the exception of those issues deemed an emergency and requiring immediate action, may not take any formal action on the issue until the next Council meeting.

**Motion**—The Council agreed that all references to the Division of Agricultural Environmental Services will be replaced with the Department of Agriculture and Consumer Services (DACS).

(Attachment 5—Revised Agenda Protocols)

Discussion on Council’s Long Term Success
The Council was asked to review the results of the survey sent out in advance of the meeting and to offer additional ideas, and then to test support for the topics identified in the survey on a 4-point scale where 4 = comfortable, 3 = minor reservations, 2 = major reservations, and 1= fatal flaws (page 7 of the agenda packet).

**Member Comments:**

- Meetings should be scheduled at regular intervals and noticed well in advance in order to enhance member participation.
- Council should review/discuss response guidelines for mosquito control districts.

Topics for Accomplishing Council’s Vision for Long Term Success
A. Enhanced Relationship Between Council and DACS
B. Effective Relationship Between Responsible Agencies and Affected Interests
C. Council Functionality—Participatory Process and Decision-Making
D. Establish Effective Communication Protocols—Internal and External
E. Workplan Development—Prioritization and Implementation Strategy
**Council Action:**
All members of the Council ranked the package of topics (A – E) with a 4 indicating support for a common vision on what the Council should be doing in 4 to 8 years.

**Roles and Responsibilities Discussion**
The Council was asked to review their statutory charge and then to brainstorm a list of roles and responsibilities for the Council in relation to advising DACS and other agencies. Below are the member’s responses:

- Identify research priorities and funding
- Address issues concerning pesticides and application methods/labels
- Chemical application sites
- Funding for long term environmental studies on dynamics of ecosystems
- Establish a priority list of ongoing or long term problems/issues
- Recommendations for mosquito control responses to human cases
- Legislation recommendations/issues
- State lands issues
- Rule changes
- Emergency response plans
- Public perception/image improvement (education)
- Animal health/protection issues
- Research and monitoring of ecosystem dynamics.

**Mission Statement Discussion**
The Council was asked to review a draft mission statement, offer refinements, and assign a member to draft a revised mission statement for approval at the next Council meeting (page 10 of the agenda packet).

**Member’s Suggested Refinements:**
- Add public before health
- Correct spelling is arthropod
- …and establishing research priorities on the environmental effects of controlling arthropods
- the biology, ecology, and control of arthropods and associated environmental effects.

**Mission statement with comments included:**
The mission of the Florida Coordinating Council on Mosquito Control is to provide assistance in the protection of the public health relative to arthropod control activities, by providing guidance to, and enhancing communication between the Department of Agriculture and Consumer Services Division of Agricultural Environmental Services and other appropriate agencies and interests, relative to reducing duplication of efforts, maximizing efficient use of existing resources, implementing best management practices and available technology, developing funding sources, and establishing research priorities on the environmental effects of controlling arthropods the biology, ecology, and control of arthropods and associated environmental effects.

Tom Loyless volunteered to take member comments and bring a revised draft for Council consideration at the next meeting.
Assuring Compliance with Sunshine Laws
Jeff Blair reviewed the requirements of the Sunshine Laws and highlighted the Law’s applicability to Council members as an appointed advisory council to the DACS.

Discussion on Council’s Guiding Principles
Jeff Blair, Council’s facilitator, reviewed a draft of proposed guiding principles for the Council based on Council members responses to an earlier survey.

**Council Action:**
The Council voted unanimously, 9 - 0 in favor, to approve the following guiding principles as amended by the Council.

Principle 1: The overall purpose of the FCCOMC is to serve as an advisory body to the Division of Agricultural Environmental Services Department of Agriculture and Consumer Services (DACS) and other appropriate agencies.

Principle 2: The FCCOMC shall adhere to their Statutory authorities and charge.

Principle 3: The FCCOMC shall strive to achieve consensus on substantive recommendations made to DACS and other appropriate agencies.

Principle 4: The FCCOMC shall operate under clear, concise, consistent, and fair procedural protocols.

Principle 5: The FCCOMC shall serve as an accessible liaison between the Division of Agricultural Environmental Services Department of Agriculture and Consumer Services (DACS), other appropriate agencies, and affected interests to meet their statutory charge and mission.

Workplan Task Development
Jeff Blair led the Council through a review and discussion of survey results with the goal of developing a preliminary list of tasks to be included in a Council workplan. The Council agreed that the topical areas/categories proposed were the correct topics and added additional sub-tasks to some of the categories. The council agreed to discuss specific policy issues under each category as they come up and on a case-by-case basis. Below is the preliminary Council Workplan agreed upon during the course of the discussions.

**Council Action:**
**Motion**—The Council voted unanimously, 9 - 0 in favor, to approve the proposed workplan as amended.

**Motion**—The Council voted unanimously, 9 - 0 in favor, to task the Subcommittee on Aerial Spraying with defining optimization under Council workplan task G, and reporting back at the Council’s September 11, 2003 meeting.
COUNCIL’S WORKPLAN RANKED IN PRIORITY
(Approved Unanimously on July 29, 2003)

The Council was asked to rank each category in terms of priority for addressing. Below is the revised workplan lettered in order of priority, with A = first priority and G = 7th priority.

A. Mosquito Control Strategies and Methodologies/Applications
   1. Review and make recommendations as issues arise.

      Contact Council members and clarify their roles, stakeholder representation, and any related attendance issues. Address any issues specific to Federal agency participation.
   2. Schedule meetings one year in advance and on a regular schedule.

C. Environmental and Health Strategies
   1. Review and make recommendations as issues arise.
   2. Assign Subcommittee on Aerial Spraying with defining optimization for aerial spraying as it relates to improving efficiency and lowering environmental impacts, and reporting back at the September 11, 2003 Council meeting.

D. Research and Funding Priorities and Strategies
   1. Review and make recommendations on the Research Committee’s identified priorities for research proposals, and provide Council recommendations prior to the DACS solicitation of RFPs.

E. Roles, Communication, and Cooperation Between and Among Responsible Agencies and Affected Interests
   1. Educational presentation on the Florida Arbovirus Response Plan with DACS’s role in emergency responses defined as well as related animal issues clarified. Review and clarify what constitutes/defines an emergency.

F. Labeling and Efficacy Issues
   1. Review and make recommendations as issues arise.

G. Establish and Implement Conflict Resolution Protocols
   1. Council will respond to any disputes or conflict as they arise utilizing their adopted decision-making and participation procedures and protocols as well as adopted guiding principles.
Public Comment
Chairman Loyless invited members of the public to address the Council.
Two members of the public addressed the Council.

Next Steps and Agenda Items for Next Meeting
The Council agreed to meet three times per year according to the following schedule:
Second Thursday of January, April, and September.

Council Action:
Motion—The Council voted unanimously, 9 - 0 in favor, to approve the meeting schedule
detailed above.

Agenda Items for September 11, 2003 FCCOMC Meeting
- Report from Aerial Spray Subcommittee including definition of optimization
- Report on Arbovirus Response Plan
- Report on attendance and representation (results of contacting members)
- Mission Statement proposal
- Review and update workplan
- Subcommittee on Managed Marshes (SOMM) report
- RFP research proposal report
- 5E-13 proposed rule changes review

Next Meeting Date and Location
Thursday, September 11, 2003 starting 10:00 AM at the
DACS, Division of Plant Industry’s Conference Room, 1911 SW 34th Street,
Gainesville, Florida 32614—Phone: 352.372.3505

Staff Assignments
- Need name tags for Carina Blackmore and Jeff Blair.
- Mission statement revisions proposal.
- Contact Council members who did not attend meeting and solicit commitment to
  participate.
- Contact Federal agency representatives and clarify their roles as full voting members
  with important stakeholder viewpoints.
- Bring overhead projector and laptop with a floppy drive.

Adjourn
At approximately 1:30 PM the Council voted unanimously, 9 - 0 in favor, to adjourn the
meeting.
ATTACHMENT 1

EVALUATION RESULTS

JULY 29, 2003—GAINESVILLE, FLORIDA

0 To 10 Rating Scale Where A 0 Means Totally Disagree And A 10 Means Totally Agree.

1. Please assess the overall meeting.

   The groundrules for the meeting were clearly stated.
   10 9 8 7 6 5 4 3 2 1 0 AVG.
   6 2 1 0 0 0 0 0 0 0 0 9.56
   The background information was very useful.
   10 9 8 7 6 5 4 3 2 1 0 AVG.
   4 2 2 1 0 0 0 0 0 0 0 9.00
   The agenda packet was very useful.
   10 9 8 7 6 5 4 3 2 1 0 AVG.
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   The objectives for the meeting were stated at the outset.
   10 9 8 7 6 5 4 3 2 1 0 AVG.
   6 2 1 0 0 0 0 0 0 0 0 9.56
   All of the participants fully agreed with the objectives for the meeting.
   10 9 8 7 6 5 4 3 2 1 0 AVG.
   6 1 2 0 0 0 0 0 0 0 0 9.44
   The objectives for the meeting were fully achieved.
   10 9 8 7 6 5 4 3 2 1 0 AVG.
   7 0 2 0 0 0 0 0 0 0 0 9.56
   (Please specify any objectives that were not fully achieved.)

2. Please tell us how well the facilitator(s) helped the participants engage in the meeting.

   The participants followed the direction of the facilitator.
   10 9 8 7 6 5 4 3 2 1 0 AVG.
   6 0 2 0 1 0 0 0 0 0 0 9.11
   The facilitator made sure the concerns of all participants were heard.
   10 9 8 7 6 5 4 3 2 1 0 AVG.
   8 0 1 0 0 0 0 0 0 0 0 9.78
The facilitator helped us arrange our time well.

### Participant input was documented accurately.

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### 3. What is your level of satisfaction with the meeting?

- Overall, I am very satisfied with the meeting.

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- I was very satisfied with the services provided by the facilitator.

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- I am satisfied with the outcome of the meeting.

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### 4. What progress did you make?

- I know what the next steps following this meeting will be.

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- I know who is responsible for the next steps.

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### 5. Do you have any other comments that you would like to add? We are very interested in your comments. Please use the back of this page.

- I think this was a good start to get the Council on the right track on how it conducts its meetings and how to set agenda.
### ATTACHMENT 2

#### MEETING ATTENDANCE

**Voting Members Sign-In**

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<th>Name</th>
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<tr>
<td>John Smith</td>
<td>PHEREC-FAMU</td>
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<td>John Mulrennan</td>
<td>Private Citizen</td>
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<td>Doug Wassmer</td>
<td>For Jim Robinson—Pasco County MCD</td>
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<td>Alex Cordero</td>
<td>FDEP</td>
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<td>Pat Harden</td>
<td>Environmental Representative</td>
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<td>Carina Blackmore</td>
<td>DOH</td>
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<td>Brian Barnett</td>
<td>FFWCC</td>
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<td>Don Barnard</td>
<td>USDA</td>
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<td>Tom Loyless</td>
<td>DACS</td>
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<td>Jeff Blair</td>
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**Visitor Sign-In**

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<tr>
<td>Nancy Page</td>
<td>Pinellas County MCD</td>
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<tr>
<td>Bill Opp</td>
<td>LCMCD</td>
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<tr>
<td>Ed Fussell</td>
<td>FL Keys MCD</td>
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<tr>
<td>Mike Spots</td>
<td>FL Keys MCD</td>
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<tr>
<td>Maria (Pilot)</td>
<td>FL Keys MCD</td>
</tr>
<tr>
<td>Fred Hrden</td>
<td>Admin.</td>
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<td>Stephen L. Sickerman</td>
<td>DACS</td>
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ATTACHEMENT 3

FLORIDA COORDINATING COUNCIL ON MOSQUITO CONTROL
CONSENSUS-BUILDING AND DECISION-MAKING PROCEDURES
(Adopted Unanimously July 29, 2003)

The Florida Coordinating Council on Mosquito Control (FCCOMC) will seek consensus decisions on particular issues and their package of recommendations to be submitted on a regular basis to the Department of Agriculture and Consumer Services.

The Council’s Consensus building and decision making process is a participatory one whereby on matters of substance, the members jointly strive for agreements which all of the members can accept, support or at least agree not to oppose.
In instances where, after vigorously exploring possible ways to enhance the members' support for the final decision on an issue or package of recommendations, and where 100% acceptance or support is not achievable, final decisions of the Council will require at least a 75% favorable vote of all members present and voting. This super majority decision rule underscores the Council’s view of the importance of seeking and developing agreements with the participation of all members and with which all can live with and support. In the event the Council can not reach consensus (100% in favor) on a decision, a minority report shall be requested immediately following the vote, requesting the rationales and preferences of those dissenting, and shall be included in the meeting summary reports.

The Council will make decisions only when a quorum is present. A quorum shall be constituted by at least 51% of the appointed members being present (simple majority).
The Council will utilize Robert’s Rules of Order to make and approve motions; however, the 75% supermajority voting requirement will supercede the normal voting requirements used in Robert’s Rules of Order for decision making on substantive motions and amendments to motions. In addition, the Council will utilize their adopted meeting guidelines for conduct during meetings.

The presiding chair and/or facilitator of the Florida Coordinating Council on Mosquito Control, in general, should use parliamentary procedures set forth in Robert’s Rules of Order:
Any voting member may make a motion when a quorum is present
A second is required to discuss the motion
If a motion is seconded, the chair/facilitator opens the floor for discussion. The chair/facilitator will recognize members wishing to speak on the motion. The chair/facilitator will, if time permits, recognize other participants wishing to speak on the motion.
The chair/facilitator may elect or be requested by the member making the motion to take a “straw poll” on the motion. Based on the result, the chair/facilitator may table the motion with the agreement of the member moving it, pending further discussion. The member making the motion may accept friendly amendments to the motion.
After completing discussion, the chair/facilitator will call the discussion to a close and restate the motion, with any friendly amendments, and call for a vote.
If the motion receives a 75% favorable vote of the members present and voting it will be approved.
ATTACHMENT 4

FLORIDA COORDINATING COUNCIL ON MOSQUITO CONTROL
MEETING GUIDELINES (Adopted Unanimously July 29, 2003)

THE FACILITATOR’S ROLE
✓ Guide the meeting process
✓ Assist participants to stay on task
✓ Assure that members follow guidelines and time limits
✓ Maintain a record of meeting products

THE COUNCIL MEMBER’S ROLE
✓ Keep to the agenda and guidelines
✓ Be focused and concise--balance participation & minimize repetition
✓ Ask questions and verify assumptions
✓ Express and acknowledge differing views
✓ Avoid stereotyping or personal attacks
✓ Only one person at a time speaks
✓ Seek shared understanding--We do not have to agree
✓ Raise hand to be called on by mediator, and only speak when called upon
✓ Turn in completed evaluation forms

GUIDELINES FOR BRAINSTORMING
✓ Speak when recognized by Chair/Facilitator
✓ Offer one idea per person without explanation
✓ No comments, criticism, or discussion of other's ideas
✓ Listen respectfully to other's ideas and opinions
✓ Seek understanding and not agreement at this point in the process

THE NAME STACKING PROCESS
✓ Determines the speaking order
✓ Members raises hand to speak
✓ Chair/Facilitator assigns each person a number based on the order they observed person wishing to speak
✓ Chair/Facilitator call on each person based on the stack
✓ Chair/Facilitator may interrupt the stack (change the speaking order) in order to promote discussion on a specific issue or, to balance participation and allow those who have not spoken on a issue an opportunity to do so before others on the list who have already spoken on the issue
GUIDELINES FOR REPORTS AND PRESENTATIONS

✓ Chair/Facilitator introduces presenter
✓ Hold all questions until report or presentation is complete
✓ Chair/Facilitator stacks names
✓ Chair/Facilitator calls on speakers
✓ Clarifying questions only
✓ No discussion or comments

GUIDELINES FOR DISCUSSION AND PROPOSALS

✓ Chair/Facilitator guides process
✓ Guidelines in effect
✓ Chair/Facilitator stacks names
✓ Proposal is presented (no comments or discussion)
✓ Clarifying questions are taken (no comments or discussion)
✓ Discussion of proposal (focus on issues, refine proposal, and consensus building)
✓ Consensus ranking
✓ Test for consensus

CONSENSUS RANKING SCALE

4. **Comfortable**—I support proposal as is

3. **Minor Reservations**—I can live with this; but would like to see changes as follows
   Be prepared to offer specific refinements or changes to address your concerns.

2. **Major Reservations**—I can’t support this unless following changes are addressed to meet my serious concerns
   Be prepared to offer specific refinements or changes to address your concerns.

1. **Fatal Flaws**—I can’t support this
   Be prepared to offer alternatives and options that would address your own as well as other’s concerns.

STRAW POLL SCALE

3. **Comfortable**—I support proposal as is

2. **Minor Reservations**—I can live with this; but would like to see changes as follows

1. **Major Reservations**—I can’t support this unless following changes are addressed to meet my serious concerns
ATTACHMENT 5

AGENDA SUBMITTAL AND CONSIDERATION PROTOCOLS
(Adopted Unanimously July 29, 2003)

All agenda items must be submitted by close of business fifteen (15) days prior to the next scheduled Florida Coordinating Council on Mosquito Control meeting.

The Department of Agriculture and Consumer Services will review a proposed agenda item for a determination of whether or not the issue falls under the purview and statutory authority of the Florida Coordinating Council on Mosquito Control. The agency will notify the proponent of any negative determination relative to issue being placed on next agenda.

Proposed agenda items meeting the submittal criteria will be noticed in the Florida Administrative Weekly (FAW) in accordance with the noticing requirements of F.S., Chapter 120.

Florida Coordinating Council on Mosquito Control members will receive all proposed agenda items and supporting documentation at least fourteen days prior to the next scheduled Florida Coordinating Council on Mosquito Control meeting.

No new agenda items will be considered at the Council meeting with the exception of those issues brought forward by the Department of Agriculture and Consumer Services that have been determined require immediate Council action, or by a 75% favorable vote of the Council through the Chair. It is anticipated that other agencies will bring their agenda issues forward by contacting DACS.

Agenda items that meet submittal criteria and arrive after the established deadline will be placed on the next regularly scheduled Council meeting agenda.

Based on number of agenda items, the Chair/facilitator may allocate a specific amount of time for each agenda item.

Council will not consider action on proposals that have requested other actions such as an administrative hearing or declaratory statement, unless specifically requested by the Department of Agriculture and Consumer Services.

The Council by a 75% favorable vote may discuss requested agenda items not meeting submittal criteria requirements but, with the exception of those issues deemed an emergency and requiring immediate action, may not take any formal action on the issue until the next Council meeting.

Special meetings may be called by the DACS based on urgency and necessity for immediate action.
Submittal Criteria
Agenda item must be submitted 15 days prior to regularly scheduled Council meetings.

Proposed agenda item must clearly state the action requested of the Council. The proposed request must not discriminate against products by requiring the use of a specific product in order to comply with the provisions of the request (e.g., the proposal must address a specific problem and not require the use of a specific product in order to comply).

If applicable, proponent should provide exact rule or statutory references that the proposal addresses.

Proponent should provide all necessary supporting documentation required for Council and Agency to determine the merits of the request (i.e., relevant fiscal impact information; documentation that the proposal is critical to the health, safety, and welfare of the public; documentation that the proposal is not requesting an action that would require a specific product to meet the requirements of the proposed action).

Proponent must indicate that they have not requested any additional actions on the proposed agenda items such as an administrative hearing or declaratory statement.

Proponent must provide the following contact information:
Name, Address, and Phone; and, if available:
Fax numbers and/or Email address

Meeting Process Protocols (Agenda Items)
Chair or facilitator will introduce the agenda item/proposal.

Proponent will state the request and provide rational for proposal.

Chair or facilitator will ask Council members only for clarifying questions (a clarifying question addresses a specific point that is not understood, and should not indicate support or opposition to the proposal).

After questions the Chair or facilitator will open the issue up for discussion. All participants wishing to speak must raise their hand and be acknowledged by the Chair/facilitator prior to speaking.

Council approved meeting guidelines will be in effect at all times.

After discussion, a council member may make a motion to approve the issue. If there is a second to the motion the Chair/facilitator will call for discussion. Once a motion is made and seconded the discussion will be restricted to only Council members unless the Chair/facilitator requests specific clarification from a member of the public. Members may request specific clarification from a member of the public through the Chair/facilitator. A member may wish to second a motion for purpose of Council discussion and not necessarily as a show of support for the motion. Only motions to approve will be considered (no motions to disapprove). If there is no motion after discussion the requested action is not approved.